

**Office of the Director Ceremonial And  
Visitation Collection, 1960-1973  
4.35 cubic feet  
JPL 141**

**Structure of the Director's Office**

During the early years of the 1960's, the Office of the Director's structure was organized with a Director and Staff in Division 10, Deputy Director and Staff in Division 11 and Assistant Director for Business Administration and Staff in Division 13.

During the late 1960's the Director's Office was reorganized and moved to Section 100, with William H. Pickering as Director. The new arrangement still required an Assistant to the Director at the new location. The Deputy Director's Office was moved to Section 110. Finally, in the early 1970's the structure was rearranged again. Once the new Administration Building was completed the Office of the Director was moved to Building 180, Section 100, with Director, Deputy Director, Executive Assistant to the Director, and Special Assistant to the Director, Vickie L. Melikan.

**{PRIVATE }Provenance**

As Special Assistant to Director, during the early 1970's, Vickie Melikan transferred these records from building 180, room 905, to the Records Center in 1974. The records were transferred from the Records Center to the JPL Archives in 1992.{PRIVATE }{tc \l 1 "Biography"}

**Collection Description and Arrangement**

The collection {tc \l 1 "Collection Description and Arrangement"} is arranged by subject order as found and roughly in an ascending chronological order; the files are interoffice memoranda, correspondence, news and medical reports. They concern international and national visitors touring JPL, which included representatives from the Soviet Union, The Federal Republic of Germany, Japan, France, Sweden and South America, as well as leaders of the U.S. Congress.

Also included in the collection are similar documents about ceremonial events such as the Mariner 9 encounter, Caltech Board of Trustees meetings, and employment awards for JPL employees. Meetings and activities were also documented for the National Academy of Science and Engineering, the Exchange Program Integration Board, the JPL Historians Office, Institute of Electrical and Electronics Engineers, Institute for Advancement of Engineering and several medical organizations including Verdugo Hills Hospital Association and the Huntington Institute of Applied Medical Research. All of these records show activities of the Office of the Director for the years 1960 - 1973.

Several black and white photographic prints are included in the collection.

**{PRIVATE }Conservation/Preservation**

Standard preparations of documents for long term storage were completed.{tc \l 1 "Conservation/Preservation"}

**Separation Statement**

No material was separated from the collection. However, there were some duplicated items discarded.

**{PRIVATE }File Folder List{tc \l 1 "File Folder List"}**

File titles were retained as originally found.

**{PRIVATE }BOX 1{tc \l 2 "BOX 1"}**

Fld 1 Correspondence, Los Angeles County Museum of Art, July 17, 1968 - August 5, 1969.

- Fld 2 Memorandum, Dr. Benecke Agard - Visit to JPL, September 1970.
- Fld 3 Memorandum, Hunter Spillan – Professional Staff Member, House of Appropriations Committee, October 21, 1970.
- Fld 4 Memorandum, USSR Cosmonaut Visit to JPL, October 24, 1970.
- Fld 5 Memorandum, Robert J. Kleberg Visit to JPL, October 26, 1970.
- Fld 6 JPL Honor Awards Ceremony, November 25, 1970 – December 19, 1970.
- Fld 7 Correspondence, Chairman Joseph E. Karth Visit to JPL, April 7, 1971.
- Fld 8 Correspondence, Special Event – French Visitors to JPL, April 30, 1971.
- Fld 9 Correspondence, Congressman Edward R. Roybal Visit to JPL, May 27, 1971.
- Fld 10 Correspondence, Special Event – Russian Visitors to JPL, July 6, 1971.
- Fld 11 Correspondence, Technical Consultant House Committee on Science and Astronautics, Mr. Philip P. Dickerson Visit to JPL, July 22 – 23, 1971.
- Fld 12 Correspondence, Japanese Visitors to JPL, July 7, 1971.
- Fld 13 Correspondence, South Americans Visitors to JPL, October 13, 1971.
- Fld 14 Correspondence, Western European Union Group Visit to JPL, October 21, 1971.
- Fld 15 Report, Victoria L. Melikan, Travel Reports, February 18, 1969 – October 29, 1971.
- Fld 16 Correspondence, Dr. Robert V. Meghreblian Party, October 29, 1971.

## **BOX 2**

- Fld 17 Memorandum, Congressman Thomas N. Downing Visit to JPL, November 15, 1971.
- Fld 18 Correspondence, Mariner 9 Encounter Orbiter Activities, July 1971 – November 19, 1971.
- Fld 19 Correspondence, Mariner 9 Mars Encounter Activities, September 9, 1971 – December 9, 1971.
- Fld 20 Correspondence, Mariner 9 – 1971 Event, September 22, 1969 – January 3, 1972, Part 1 of 3

{PRIVATE }Fld 21 Part 2 of 3

Fld 22 Part 3 of 3

- Fld 23 Correspondence, Senator John V. Tunney Visit to JPL, February 2, 1972.
- Fld 24 Correspondence, Congressman Chet Holifield Visit to JPL, February 18, 1971.
- Fld 25 Correspondence, A Voyage To Outer Space, March 1972.
- Fld 26 Correspondence, JPL Honor Awards Ceremonies, March 22, 1969 – April 4, 1972.
- Fld 27 Correspondence, Institute of International Education ( Tour Dinner), April 14, 1972.
- Fld 28 Correspondence, HELIOS Project Meeting, April 26, 1972 – May 3, 1972.

### **BOX 3**

- Fld 29 Correspondence, Mariner 9 1971- Event, November 16, 1971 – May 10, 1972.
- Fld 30 Correspondence, Apollo Flights Events, October 1, 1969 – May 16, 1972, Part 1 of 2.
- Fld 31 Part 2 of 2
- Fld 32 Reports, National Academy of Engineering, January 4, 1968 – June 23, 1972, Part 1 of 3.
- Fld 33 Part 2 of 3
- Fld 34 Part 3 of 3
- Fld 35 Reports, Pasadena City Schools – Facts, Figures and Reports, October 1963 – July 14, 1972, Part 1 of 3

### **BOX 4**

- Fld 36 Part 2 of 3
- Fld 37 Part 3 of 3
- Fld 38 Memorandum, Exchange Program Integration Board Dinners, May 8, 1972 – July 17, 1972.
- Fld 39 Reports, Pasadena Hall of Science, August 22, 1969 – August 19, 1972, Part 1 of 2.
- Fld 40 Part 2 of 2
- Fld 41 Correspondence, NASA Awards Ceremony, September 7, 1972.

Fld 42 Correspondence, JPL Community Affairs Breakfast, September 7, 1972.

## **BOX 5**

- Fld 43 Correspondence, Special Event - Meeting Attendance, March 3, 1972 - September 16, 1972.
- Fld 44 Memorandum, Russian Visitors to JPL, September 29, 1972.
- Fld 45 Correspondence, French Scientific Journalists Visit to JPL, October 13, 1972.
- Fld 46 Correspondence, Princess Christina of Sweden Visit to JPL, October 19, 1972.
- Fld 47 Correspondence, Russian Visitors to JPL, October 25 – 26, 1972.
- Fld 48 Correspondence, Miscellaneous Invitations and Requests, January 10, 1968 – November 2, 1972.
- Fld 49 Reports, NASA General JPL Activities, June 7, 1971 - November 17, 1972, Part 1 of 2.
- Fld 50 Part 2 of 2
- Fld 51 Miscellaneous Correspondence, December 30, 1970 – December 16, 1972, Part 1 of 3.

## **BOX 6**

- Fld 52 Part 2 of 3
- Fld 53 Part 3 of 3
- Fld 54 Reports, Huntington Institute of Applied Medical Research, January 13, 1971 – December 15, 1972, Part 1 of 6
- Fld 55 Part 2 of 6
- Fld 56 Part 3 of 6
- Fld 57 Part 4 of 6

## **BOX 7**

- Fld 58 Part 5 of 6
- Fld 59 Part 6 of 6
- Fld 60 Correspondence, Miscellaneous Meetings and Events, March 26, 1970 – December 21, 1972, Part 1 of 3
- Fld 61 Part 2 of 3

Fld 62 Part 3 of 3

Fld 63 Correspondence, Institute for Advancement of Engineering, June 19, 1967 - December 26, 1972, Part 1 of 3

Fld 64 Part 2 of 3

Fld 65 Part 3 of 3

## **BOX 8**

Fld 66 Correspondence, California Museum Foundation and Pasadena Hall of Science, May 24, 1972 – December 22, 1972, Part 1 of 2.

Fld 67 Part 2 of 2

Fld 68 Correspondence, Referred to Public Information Office and Others, July 22, 1969 – December 28, 1972, Part 1 of 2.

Fld 69 Part 2 of 2

Fld 70 Correspondence, Request Autographs and Biography, August 22, 1969 – January 16, 1973, Part 1 of 2.

Fld 71 Part 2 of 2

Fld 72 Correspondence, General Lab Visits, November 1967 – February 13, 1973, Part 1 of 3

Fld 73 Part 2 of 3

## **BOX 9**

Fld 74 Part 3 of 3

Fld 75 Reports, Verdugo Hills Hospital Association, August 26, 1970 - March 1973, Part 1 of 4

Fld 76 Part 2 of 4

Fld 77 Part 3 of 4

Fld 78 Part 4 of 4

## **BOX 10**

Fld 79 Correspondence, The Institute of Electrical and Electronics Engineers, March 10, 1967 – April 11, 1973, Part 1 of 4

Fld 80 Part 2 of 4

Fld 81 Part 3 of 4

Fld 82 Part 4 of 4

Fld 83 Correspondence, National Academy of Sciences, January 14, 1971 – May 1973,  
Part 1 of 5

## **BOX 11**

Fld 84 Part 2 of 5

Fld 85 Part 3 of 5

Fld 86 Part 4 of 5

Fld 87 Part 5 of 5

Fld 88 Reports, NASA Congressional Materials, January 28, 1969 – May 16, 1973, Part  
1 of 5

Fld 89 Part 2 of 5

## **BOX 12**

Fld 90 Part 3 of 5

Fld 91 Part 4 of 5

Fld 92 Part 5 of 5

Fld 93 Reports, JPL Historical, November 18, 1960 – September 28, 1963, Part 1 of 8

Fld 94 Part 2 of 8

Fld 95 Part 3 of 8

## **BOX 13**

Fld 96 Part 4 of 8

Fld 97 Part 5 of 8

Fld 98 Part 6 of 8

Fld 99 Part 7 of 8

Fld 100 Part 8 of 8

Fld 101 National Academy of Sciences, News, Reports and Letters, April 1969 – December 1973, Part 1 of 4

## **BOX 14**

Fld 102 Part 2 of 4

Fld 103 Part 3 of 4

Fld 104 Part 4 of 4

Fld 105 Correspondence, Institute Administrative Council, September 1972 – December 20, 1973, Part 1 of 5

Fld 106 Part 2 of 5

Fld 107 Part 3 of 5

## **BOX 15**

Fld 108 Part 4 of 5

Fld 109 Part 5 of 5

### **{PRIVATE }Catalog Description{tc \l 1 "Catalog Description"}**

Office of the Director

Ceremonial Invitational Collection, 1960-1973.

4.35 c.f. in 109 flds.

Includes interoffice memoranda, correspondence, news and medical reports, concerning international and Congressional visitors touring JPL and documents about ceremonial events, meetings and activities, all coordinated by the Office of the Director for the years 1960 - 1973.

Finding aid is available in the Archives

Tracings

Jet Propulsion Laboratory - History

JPL - Office of the Director

JPL - Historian's Office - history

California Institute of Technology - Administrative Council - history

National Academy of Science and Engineering - history

Jet Propulsion Laboratory

Exchange Program Integration Board - history

Institute of Electrical and Electronics Engineers - history

Institute for Advancement of Engineering - history

Verdugo Hills Hospital Association - history

Huntington Institute of Applied Medical Research - history

US. Congress. House. Committee on Appropriations - history

Spillan, Hunter

US. Congress. House Committee on Science and Astronautics - history



Karth, Joseph E.  
Downing, Thomas N.  
Symington, James W.  
Mosher, Charles A.  
Winn, Larry, Jr.  
Price, Robert  
Goldwater, Barry, Jr.  
Holifield, Chet  
Roybal, Edward R.  
Tunney, John V.  
Mariner 9 - history

Accession 92-34